

***Revised* AGENDA**

Wednesday, August 20, 2014

City of Huntington Beach PERSONNEL COMMISSION

**5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648**

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

1. CALL TO ORDER

Commissioners: Elford, Inglee, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of June 18, 2014
- Meeting of June 20, 2014

For questions, please contact Sandy Henderson at (714) 960-8828

- Meeting of June 23, 2014
- Meeting of June 30, 2014

5. PUBLIC HEARING

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

- a. Discussion regarding proposed changes to the job classification of **Survey Technician I** in the Public Works Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Survey Technician I** amending the City's Classification Plan.

- b. Discussion regarding proposed changes to the job classification of **Survey Technician II** in the Public Works Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Survey Technician II** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

9. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of September 17, 2014.

ITEM # 4

MINUTES

Wednesday, June 18, 2014

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on August 20, 2014
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Bush called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Clemens, Bush, Elford, Inglee, Thompson

Commissioners absent: None

Others Present:

Ken Domer, Assistant City Manager

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

Ken Domer, Assistant City Manager, presented appreciation plaques to outgoing Commissioners Anji Clemens and Ed Bush. Anji Clemens and Ed Bush served on the Commission from July 1, 2006 through June 30, 2014.

APPROVAL OF MINUTES

A motion was made by Commissioner Clemens and seconded by Commissioner Thompson to approve the minutes for the May 21, 2014 meeting.

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

PERSONNEL HEARING – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 – FINDINGS OF FACT AND CONCLUSIONS OF LAW – CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Alexander Cohn regarding a termination appeal. The Commissioners deliberated in closed session.

By unanimous decision of the five members present, the City of Huntington Beach Personnel Commission sustains the hearing officer's recommendation that:

1. On the record presented, the City did not violate Grievant's Skelly rights.
2. On the record presented, Grievant was discharged for just cause.

ADJOURNMENT

The meeting adjourned at 7:53 PM to the next special meeting of June 20, 2014.

MINUTES

Wednesday, June 20, 2014

City of Huntington Beach PERSONNEL COMMISSION

11:30 AM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on August 20, 2014
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Bush called the Commission meeting to order at 11:30 AM.

ROLL CALL

Commissioners present: Clemens, Bush, Inglee, Thompson

Commissioners absent: Elford

Others Present:

Michele Warren, Director of Human Resources

JoAnn Diaz, Principal Human Resources Analyst

PUBLIC COMMENTS

None

PRESENTATION ON PERSONNEL COMMISSION PROCEDURE FOR REVIEW OF NON-DISCIPLINARY GRIEVANCES

Michele Warren gave a PowerPoint presentation (attached).

ADJOURNMENT

The meeting adjourned at 1:00 PM to the next special meeting of June 23, 2014.



City of Huntington Beach

Personnel Commission Procedural Review for Non-Disciplinary Grievances

What is a Grievance?

- **Basic Principles of a Valid Grievance**

- Timely Filed
- Accurately identifies Personnel
Rule/MOU/Department policy/ provision
(allegedly) breached
- Provides factual evidence of
incident/occurrence
- Not based on emotion/opinion
- The burden of proof for a Non-Disciplinary
grievance is on the GRIEVANT

Non-Disciplinary Grievance

- Non-Disciplinary – Personnel Rule 19
- **19-2. DEFINITION.**
 - For the purpose of this rule, a grievance is a dispute concerning the interpretation or application of any provision of the city's Employer-Employee Relations Resolution, or any provision of this resolution or any departmental rule governing personnel practices or working conditions, with the exception of matters excluded by Section 19-3.

Grievance Process

- **Non-Disciplinary – 5 Steps**

- Step 1: Informal/Optional – Discussion with immediate supervisor within 10 days of awareness of grievance subject matter
- Step 2: Formal – Discussion with immediate supervisor within 5 days of Step 1 or within 10 days of occurrence of which gives rise to grievance
- Step 3: Department Head
- Step 4: City Manager
- Step 5: Personnel Commission

Personnel Commission Hearing Procedures

- ❖ Step 5 procedures in lieu of a hearing officer
- ❖ Each party has the right to representation
- ❖ Hearing shall be recorded by court reporter (unless waived by both parties)
- ❖ Commission can compel witnesses and the production of evidence
- ❖ Chair may set a pre-hearing conference 14 days prior to hearing
- ❖ Commission may order a briefing by both parties, all parties must be served any briefs submitted
- ❖ Hearings shall be held in closed session

Personnel Commission Hearing Procedures

- Civil hearing rules of evidence shall apply in general terms
- Hearing to be conducted in a manner most conducive to the determination of truth
- Any relevant evidence is admissible
- Hearsay is admissible only to supplement or explain other evidence, it is not sufficient in itself
- Rules of evidentiary privileges effective to the extent recognized in civil actions
- Irrelevant, cumulative and unduly repetitious evidence may be excluded by the Chair
- The Chair shall rule on the admissibility or inadmissibility of evidence and may seek assistance of the legal advisor

Personnel Commission Hearing Procedures

- ✓ Chair may elect to disallow oral presentation and require both parties to submit written statements in lieu thereof
- ✓ The Appellant (Grievant) shall first be permitted to make an opening statement
- ✓ The Respondent shall then be permitted to make an opening statement which may be reserved until presentation of the case
- ✓ The Appellant (Grievant) shall present the case as to why the grievance should be granted
 - ✓ *Respondent may cross examine Appellant's witnesses*
 - ✓ *The Commission has the right to question each Appellant witness following direct and cross examination*

Personnel Commission Hearing Procedures

- ✓ Respondent shall present its case as to why the grievance should be denied
 - ✓ *The Appellant shall have the opportunity to cross examine each of the Respondent's witnesses*
 - ✓ *The Commission reserves the right to question each of the respondent witnesses*
- ✓ The parties may proceed in the same order if they elect to offer rebuttal evidence and the accompanying cross examination of rebuttal witnesses
 - ✓ *The Commission reserves the right to question each rebuttal witness*

Personnel Commission Hearing Procedures

1. The Appellant shall give its closing argument
2. The Respondent shall give its closing argument
3. The Appellant, having the burden of proof is allowed a short rebuttal argument

Personnel Commission Hearing Procedures

- Exhibits shall be marked numerically by Appellant and alphabetically by Respondent*
- Exhibit copies shall be provided to all Commissioners, the legal advisor, and the Commission Secretary as the custodian of records, including a log thereof
- Witnesses must be properly sworn to testify under penalty of perjury upon oath or affirmation
- Upon the motion of either party witnesses who have not yet testified shall be excluded from the hearing

Personnel Commission Hearing Procedures

- Burden of proof is upon the Appellant to show by preponderance of evidence that the non-disciplinary grievance should be granted
- Failure to prove there is sufficient evidence to grant the grievance shall result in the grievance being denied

Personnel Commission Hearing Procedures

- Commissioners shall retire to executive session to deliberate after receipt of all evidence, arguments and oral testimony
- Commissioners and legal advisor only in executive session
- No discussion prior to executive session
- During deliberation Commission shall discuss evidence and determine relevance and weight thereof, including witness credibility
- Commission shall determine if the facts preponderate that there is reasonable and sufficient cause to grant the grievance

Personnel Commission Hearing Procedures

1. After the Commission has reached a determination, the Chair shall reconvene the closed session hearing and announce either the granting or denial of the grievance
2. The Secretary shall poll each Commissioner as to whether there is concurrence with the announced determination
3. The Chair will direct the legal advisor to prepare written findings and conclusions and a date in the future when the written findings can be reviewed and adopted by the Commission
4. After adoption of the written findings, the Secretary shall serve a copy on each of the parties
5. The Commission's determination is the final administrative action regarding the grievance

Questions?

MINUTES

Wednesday, June 23, 2014

City of Huntington Beach PERSONNEL COMMISSION

1:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on August 20, 2014
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Bush called the Commission meeting to order at 1:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Elford, Inglee, Thompson

Commissioners absent: None

Others Present:

Michele Warren, Director of Human Resources

Gerald Griffin, Esq., Legal Counsel for Personnel Commission

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

None

NON-DISCIPLINARY GRIEVANCE HEARING IN ACCORDANCE WITH PERSONNEL RULE 19 - CLOSED SESSION

Denial of Conditioning Time:

By unanimous decision of the five members present, the City of Huntington Beach Personnel Commission has denied the grievance.

NON-DISCIPLINARY GRIEVANCE HEARING IN ACCORDANCE WITH PERSONNEL RULE 19 - CLOSED SESSION

Nepotism/Marine Safety Lieutenant Promotion:

By unanimous decision of the five members present, the City of Huntington Beach Personnel Commission has denied the grievance.

ADJOURNMENT

The meeting adjourned at 8:45 PM to the next special meeting of June 30, 2014.

DRAFT

MINUTES

Wednesday, June 30, 2014

City of Huntington Beach PERSONNEL COMMISSION

6:00 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on August 20, 2014
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Bush called the Commission meeting to order at 6:00 PM.

ROLL CALL

Commissioners present: Bush, Elford, Inglee, Thompson

Commissioners absent: Clemens

Others Present:

Michele Warren, Director of Human Resources

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

None

NOMINATION AND ELECTION OF CHAIR

A motion was made by Commissioner Thompson and seconded by Commissioner Inglee to nominate and elect Katherine Elford as Chair.

VOTE: The motion was carried

AYES: 4

NOES: 0

ABSENT: 1 - Clemens

ABSTAIN: 0

NOMINATIONS AND ELECTION OF VICE-CHAIR

A motion was made by Commissioner Elford and seconded by Commissioner Inglee to nominate and elect Dianne Thompson as Vice-Chair.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1 - Clemens
ABSTAIN: 0

REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING DENIAL OF CONDITIONING TIME

A motion was made by Commissioner Elford and seconded by Commissioner Inglee to approve the document as written.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1 - Clemens
ABSTAIN: 0

REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING NEPOTISM/MARING SAFETY LIEUTENANT PROMOTION

The Commissioners discussed the document and agreed to amend section 38 of the written findings to read:

38. The Personnel Commission is not empowered to award monetary damages, accordingly, based upon the findings of the Commission Mr. Bartlett is NOT entitled to the relief requested as damages in any sum or sums.

A motion was made by Commissioner Thompson and seconded by Commissioner Bush to approve the document as amended.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1 - Clemens
ABSTAIN: 0

ADJOURNMENT

The meeting adjourned at 6:27 PM to the next regularly scheduled meeting of July 16, 2014.

ITEM # 5



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO SURVEY TECHNICIAN I JOB CLASS SPECIFICATION
DATE: AUGUST 20, 2013

The Public Works Department, Engineering Division, is seeking to update the job class specification of **Survey Technician I**.

Modifications to the **Survey Technician I** job specification are recommended to 1) update the job duties 2) reformat the layout 3) add applicable professional certificates as a desirable qualification 4) incorporate language regarding participation in the DMV Employer Pull Notice program for those required to drive as part of their job duties and 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Survey Technician I
Pay Grade:	\$25.79 - \$31.96
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Att: Survey Technician I Specification

c: Travis Hopkins, Chief of Public Works
Tom Herbel, City Engineer
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

DATE: DECEMBER, 2001

JOB CODE: 0174
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under close supervision, assists in performing land surveying duties and field data collection; ~~and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

Supervision Received From: Survey Party Chief

Survey Technician I differs from Survey Technician II in that Survey Technician I is not required to possess the certifications necessary to perform the work of the journey-level Survey Technician II. Survey Technician I is the entry-level class in the City's survey series. The Survey Technician I performs duties as assigned by the Survey Party Chief ranging from running a theodolite to setting construction hubs.

EXAMPLES OF ESSENTIAL DUTIES

~~Sets up safety equipment to protect survey party including cones, delineators, signs or other protective devices; serves a variety of roles on the survey party most closely associated to the role of the instrument man on a traditional survey crew; files, indexes and researches survey documents, assists in setting survey monuments and accessories to the same (tie points); accurately measures distances and sketches what was set and measured; sets construction stakes or hubs during construction stakeout.~~

~~Performs related duties as assigned; clears brush and digs up survey points for survey party; performs flagman duties for survey party; maintains inventory, equipment, supplies and cleanliness of assigned City vehicle; observes standard operating practices and safety procedures; identifies and corrects safety hazards.~~

- Performs technical duties in support of an engineering field survey crew
- Acts as the instrument operator on a traditional land surveying crew
- Cleans, adjusts and maintains survey instruments, including but not limited to theodolites, levels and electronic distance measuring instruments

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

DATE: DECEMBER, 2001

- Uses manual and electronic instruments to determine points, lines, elevations and distances for property right-of-way, construction, triangulation, precise traverse, topographic and seismic movement surveys
- Files, indexes and researches survey documents, assists in setting survey monuments and accessories to the same (tie points);
- Accurately measures distances and sketches and describes what was set and measured; sets construction stakes or hubs during construction stakeout.
- Clears brush and uncovers survey points for survey party
- Sets up safety equipment to protect survey party including cones, delineators, signs or other protective devices; performs flag duties for survey party
- Operates a vehicle in the course and scope of work
- Performs related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: ~~Basic surveying methods, practices and procedures; mathematics, trigonometry, and basic drafting principles; basic operations and maintenance of construction levels and of theodolites and concepts involving digital data management.~~

- Principles and procedures of modern land survey methods and techniques applicable to construction, property and topographic surveying
- Digital data management and computer applications related to land surveying work
- Mathematics, including trigonometry and geometry, as applied to land surveying
- Basic drafting principles;
- Preparatory procedures for performing survey work
- Application and maintenance of survey instruments and equipment
- Laws, statutes, and ordinances applicable to legal aspects of boundary surveying

Ability to: ~~Follow oral and written instructions; accurately sketch and record field notes and computations; maintain and follow department processes and regulations; perform engineering-related mathematical computations; operate survey equipment; research,~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

DATE: DECEMBER, 2001

~~index, maintain and update records and files; work safely in close proximity to vehicular traffic and construction sites; communicate effectively in oral and written form; maintain accurate records and files; establish and maintain effective working relationships with those contacted during the course of work.~~

- ~~– Accurately perform field measurements and accurately sketch and record field notes and computations~~
- ~~– Read and interpret complex maps, construction drawings, property descriptions and engineering field notes in preparation of engineering survey plans~~
- ~~– Perform engineering-related mathematical computations~~
- ~~– Properly use survey equipment, including theodolites, levels, electronic distance measuring instruments, and global positioning instruments~~
- ~~– Follow oral and written instructions~~
- ~~– Research, index, maintain and update records and files~~
- ~~– Follow safety practices and recognize hazards~~
- ~~– Work safely in close proximity to vehicular traffic and construction sites~~
- ~~– Communicate effectively in oral and written form;~~
- ~~– Establish and maintain effective working relationships with those contacted during the course of work.~~

Education: ~~The equivalent of a~~ High school diploma or equivalent (GED).

Experience: ~~A minimum of one year of survey experience is required; one year of full time college course work may be substituted for the year experience if coursework is in survey or related civil engineering field. One year field survey experience. Two years' accredited post-secondary education in a land surveying or related program may be substituted for the required experience~~

Certifications/License: ~~Possession of a valid California driver's license. A valid California driver license and an acceptable driving record are required.~~

Completion of the state-accredited Apprenticeship-Surveying/Chief of Party program or Land Surveyor-in-Training (LSIT) or Engineer in Training (EIT) certificate issued by the State of California is desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~—Work involves long hours outside with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the clearing, surveying, and staking of construction sites. There is frequent need to stand, stoop, walk, sit, work in close proximity to vehicular traffic, lift equipment or materials (up to 40 pounds), and perform similar other actions during the course of the workday. Employee accommodations for~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

DATE: DECEMBER, 2001

physical or mental disabilities will be considered on a case-by-case basis.

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require using tools and equipment weighing up to 40 pounds. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision for reading correspondence, plans, maps, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform field work requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES *MW*
SUBJECT: REVISIONS TO SURVEY TECHNICIAN II JOB CLASS SPECIFICATION
DATE: AUGUST 20, 2013

The Public Works Department, Engineering Division, is seeking to update the job class specification of **Survey Technician II**.

Modifications to the **Survey Technician II** job specification are recommended to 1) format the job spec to the template currently being used 2) expand the minimum qualifications 3) update the required applicable professional certificates 4) incorporate language regarding participation in the DMV Employer Pull Notice program for those required to drive as part of their job duties and 5) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Survey Technician II
Pay Grade:	\$27.93 - \$34.61
Affected Employees:	None
Recommendation:	Approve the updated job class specification

Att: Survey Technician II Specification

c: Travis Hopkins, Chief of Public Works
Tom Herbel, City Engineer
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN II

DATE: DECEMBER, 2001

JOB CODE: 0185
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~
Under general supervision, performs office and field land surveying and engineering work.

DISTINGUISHING CHARACTERISTICS

Supervised by: Survey Party Chief

~~The Survey Technician II works under the direction of the Survey Party Chief, a licensed surveyor. The Survey Technician II is distinguished from the entry-level class, differs from Survey Technician I in that the Survey Technician II performs field survey work at the journey-level requiring proper certification. the successful completion of the Land Surveyor in Training state examination and three years of field experience~~

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the work of a field survey crew; Operates theodolite, level, and electronic survey and data collection instruments
- Collects digital data pertaining to lines, corners, elevations, grades, curves or other surveys and enters data collected using AutoCAD systems
- Operates a geographic positioning satellite receiver to accurately stakeout assigned projects and to collect accurate data pertaining to the City's infrastructure system
- Updates the geographical information systems database
- Files, indexes and researches survey documents, assists in setting survey monuments and accessories to the same tie points
- Accurately measures distances and sketches what was set and measured
- Performs stakeout operations for construction surveying

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN II

DATE: DECEMBER, 2001

- Assists or performs computations and calculations for various projects including legal description preparation and Records of Survey and Corner Records
- ~~Maintains inventory, equipment, supplies and cleanliness of assigned City vehicle~~
- Observes standard operating practices and safety procedures; identifies and corrects safety hazards
- Operates a vehicle in the course and scope of work
- Performs related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and procedures of modern survey methods and techniques applicable to construction, property and topographic surveying
- Laws, statutes, and ordinances applicable to legal aspects of boundary surveying
- Land Surveyors Act, and Subdivision Map Act,
- ~~Civil Engineering, construction and surveying methods, practices and procedures~~
- Mathematics, including trigonometry and geometry, and as applied to land surveying
- Basic drafting principles
- Operation and maintenance of electronic surveying equipment
- Manual and electronic drafting techniques
- Functions and capabilities of software programs used in drafting and engineering such as AutoCAD and Geographical Information Systems
- ~~Basic preventive maintenance on assigned equipment~~
- Application and maintenance of survey instruments and equipment
- Safety methods and techniques applicable to survey work

Ability to:

- Accurately perform field measurements

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN II

DATE: DECEMBER, 2001

- ~~Reading and interpret construction and engineering plans~~Read and interpret complex maps, construction drawings, property descriptions and engineering field notes in preparation of engineering survey plans
- Accurately sketch and record field notes and computations
- ~~Maintain and follow department processes and regulations~~
- Perform engineering-related mathematical computations
- ~~Operate electronic/digital survey equipment~~Properly use survey equipment, including transits, theodolite, levels, electronic distance measuring instruments, and global positioning instruments
- Research, index, maintain and update accurate records and files
- Operate standard office equipment including calculators, drafting equipment, personal computers and software applications for drafting
- Utilize computer databases to maintain and update records and files
- Work safely in close proximity to vehicular traffic and construction sites
- Communicate effectively in oral and written form
- ~~Maintain accurate records and files~~
- Establish and maintain effective working relationships with those contacted during the course of work

Education: High school diploma or equivalent (GED)~~The equivalent of a high school diploma~~, supplemented by two years' ~~of~~ formal education in an accredited land surveying or related program~~or the equivalent number of college-level courses in civil engineering, land surveying or other closely related field.~~

Experience: ~~A minimum of t~~Three (3) years' ~~of~~ field surveying experience.

Certifications/License:

A valid California driver license and an acceptable driving record are required.

Completion of the state-accredited Apprenticeship-Surveying/Chief of Party program or Land Surveyor-in-Training (LSIT) or Engineer in Training (EIT) certificate issued by the State of California

~~Successful completion of the Land Surveyor in Training state examination; possession of a valid California driver's license.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

~~Work involves long hours outside with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the clearing, surveying, and staking of construction sites. There is frequent need to stand, stoop, walk, sit, work in close proximity to vehicular traffic, lift equipment or materials (up to 40 pounds), and~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN II

DATE: DECEMBER, 2001

~~perform similar other actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing up to 40 pounds. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, maps, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform field work requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.